



**Beyond Walls Urban Squash Twin Cities**[www.beyondwallsmn.org](http://www.beyondwallsmn.org)

**Mission:** *The mission of Beyond Walls is to inspire confidence and encourage academic excellence with urban youth as life-long learners and active leaders-both on and off the court.*

**History:** Beyond Walls is one of 24 international affiliates of the [Squash Education Alliance \(SEA\)](#). Founded in 2011, Beyond Walls is a Twin Cities based out-of-school time, youth development program. Our exceptional program combines physical fitness education -through the racquet sport of squash- with academic mentoring, college readiness, and community service. Our multi-year commitment to our students makes a deep impact in the lives of youth in underserved and under-resourced communities. Beyond Walls strategically partners with the University of Minnesota and SEA working with approximately 70 youth in grades 6th-12th from key Twin Cities partner schools and over 25 college mentors. Beyond Walls has a 100% graduation rate of its high school seniors and 100% student admission into four year colleges.

**Job Title:** **Academic and Community Partner Director**

**Reports to:** Executive Director



### **Job Scope and Functions:**

- Leads all facets of Beyond Walls academic after school programming sessions and alumni network programming. Promotes developmental assets, leadership development skills and college preparatory skills in a group format for local youth grades 6-12 through intentional out-of-school time programming.
- Designs academic programming to support their educational, civic leadership, life skills and positive adult relationships.
- Works to meet the goals of Beyond Walls.
- Ensures youth receive support from trained staff and volunteers who consistently reinforce student developmental needs, foster youth development, knowledge, and respect and understanding for people of diverse ethnicities and ages.
- **Fosters, maintains, and grows Beyond Walls current and new community partnerships including school partners, families, and other connected organizations**

**Principal Accountabilities:** The responsibilities of the Academic Manager include, but are not limited to:

### **Program Development:**

- Plan and facilitate 75 minute mentoring Monday-Friday using best practices, intentional lessons and individualized work plans.
- Incorporate social and emotional learning strategies into all aspects of academic programming.
- Visit student's schools, attend meetings with teachers, and receive progress updates on students at least two times per month.
- Create, organize, and execute enrichment and community engagement activities two times a month to align with student coursework.
- Identify and address students' academic progress and areas of needed growth via an Individual Learning Plan.
- Work collaboratively with community partners to recruit and manage volunteers ensure a 3:1 student to adult ratio.
- Communicates progress and goals with families and other key stakeholders.
- Lead and facilitate training and onboarding for all volunteers/mentors to ensure high quality mentoring and leadership.
- Lead all recruitment efforts of students at connected partner schools and recruitment and retention efforts with mentor/volunteer networks.
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- Develop post secondary alumni curriculum to support the first four years post secondary for all graduating seniors

### **Administrative Duties:**

- Track student achievement relative to school grades, enrichment activities, student goals, attendance, and overall student participation in programming.
- Schedule, communicate, and train all academic mentors and volunteers communicating with volunteer partner sites as needed.
- Manage all program and youth records ensuring the privacy and confidentiality of program participants and their families.
- Assist Executive Director in completing necessary reports/evaluations to meet professional contractual obligations, in compliance with BW procedures.
- Communicates effectively and monthly with each partner school pertaining to student attendance, behavior, and

transportation needs provided by the program.

- Organizes and creates all social media outreach operations and assists Executive Director with other mass donor communications
- Assists Executive Director in direct program budget creation.
- Collaborates with Executive Director and other direct service staff to ensure high quality youth programming.

#### **Additional Requirements:**

- Potential travel opportunities with the organization, including day trips to visit colleges, and weekend trips (local and national) to participate in squash tournaments.
- Attend all staff meetings and individual supervision meetings as scheduled.
- Fulfill additional responsibilities at the discretion of the organization.

#### **Education/Preferred Qualifications:**

- Bachelor's Degree in Child/Youth Development, Education, Social Sciences or a related field
- Four or more years working in youth development settings
- Teaching license preferred

#### **Additional Qualifications:**

- Ability to relate and connect outreach to all segments of a multicultural community
- Must maintain a valid MN Driver's License and safe driving record
- Speaking Spanish, Hmong, Karen or Oromo a plus
- Understanding of youth development and effective professional practices
- Communicates effectively in oral and written forms
- Handles confidential information separately
- Sets appropriate limits on personal and professional boundaries
- Criminal background check required if hired
- Computer competency required
- Enthusiasm for Beyond Walls' mission

#### **Hours and Schedule:**

During the school year (Sept – mid-June), the work day typically begins at 10am and ends around 6:30pm Monday through Friday. The Academic and Community Partner Director also works half-days on weekends once per month, leading community service and cultural outings. On weeks when there is weekend work, the ACPD works a half-day on Thursdays.

During the summer (mid-June to mid-August), the work day begins at 9am and ends at 3pm. There is no weekend work when school is not in session from mid-June through August.

Monday, Wednesday and Fridays include middle school students from Venture Academy, Northeast College Prep and Washington Tech Magnet School. On Tuesday, Thursdays and Fridays students include high school age from Venture Academy and Washington Tech Magnet School.

- 40 hours per week, plus benefits and possible travel compensation/stipend
- Salary Range: \$45,000-\$50,000 (DOQ)
- Additional benefits include 3 weeks of vacation annually, ability to work among and establish

relationships with leaders from a national network (Squash and Education Alliance S.E.A.) in 24 cities around the world, all access to the University of MN Recreation and Wellness Center, national travel opportunities and a flexible work environment.

**Start Date:** As soon as possible

**Please send a cover letter and resume to: Sammy Loeks-Davis, Executive Director [sloeksdavis@beyondwallsmn.org](mailto:sloeksdavis@beyondwallsmn.org)**

*Beyond Walls provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, and/or disability.*